

4 August 1981

STAT MEMORANDUM FOR: [REDACTED]
Associate Deputy Director for Processing, ODP

STAT FROM: [REDACTED]
Security Representative to Building Planning Staff

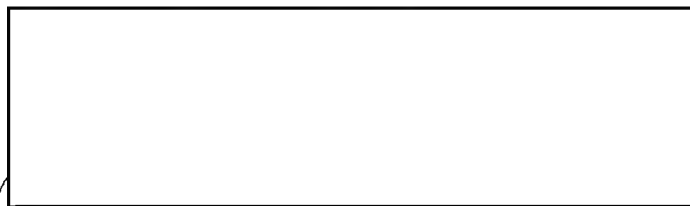
SUBJECT: Building Requirements - Non-office Space

REFERENCE: Memo from ADD/P/ODP, dated 10 July 1981;
subject: Building Requirements - Chapter
Two (ODP 81-892)

1. A compilation of current non-office space within the Office of Security was compiled from the Office of Logistics CRAMS System dated 1 July 1981. Two figures were derived from this review: (a) non-office space without including Security Records Division; and (b) non-office space including Security Records Division which consists of approximately 50% office space.

<u>Current</u>		<u>1987 Projection</u>	
<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
6,580 sq. ft.	10,840 sq. ft.	7,000 sq. ft.	12,000 sq. ft.

2. The above projection represents a "best guess" projection made by me in the absence of our space requirements personnel. ^{N/A} STAT



ADPP 162-81

31 July 1981

MEMORANDUM FOR: Associate Deputy Director for Processing, ODP

FROM:

AD/PP/OF

SUBJECT: "Non-Office Space" Survey

Attached are the two (2) documents (current listing and projected 1987) requested in [redacted] memorandum dated 9 July 1981.

If you should have any questions please contact the undersigned on [redacted]

Atts

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

Office of Finance

Listing of Current (July 1982) Non-Office Space Used

<u>Dedicated Rooms:</u>	<u>Room</u>	<u>Sq. Ft.</u>	<u>Use</u>
Hqs	6E29/07	510	*Vault-cash & assets
Key	1200	405	Conf. Room
Key	713A	100	Storage & Files
Key	712C	310	*Vault-cash & assets
Key	702A	350	Machine Room
Key	503A	150	Conf. Room
Key	616/606	2480	Registry
<u>Portion of Office Space:</u>			
Key	615	200	Library

*The vaults are specially reinforced areas with special thick safe vault doors. It is assumed that we would continue to need two (2) vaults if the main Office of Finance is located in a location other than the main Headquarters building.

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Key

Office of Finance

Listing of Non-Office Space Requirements for FY-87

<u>Type of Room</u>	<u>No.</u>	<u>Sq. Ft.</u>
Vault-special	2	800✓
Conf. Rooms	3	800✓
Registry	1	2,000✓
Computer Terminal*	5	1,500✓
Library	1	200✓
Training Room	1	300✓
		<u>5,600</u>

2

*Includes 350 sq. ft. of space for machines that support computer output (collator and envelope stuffer).

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